

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY
MENTAL HEALTH ASSISTANT 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees (**Please see Eligibility Requirements Below**)

Location: Blue Hills Hospital ~ Nursing Support Office ~ Hartford, CT

Job Posting No: CV-76803

Hours: 1st shift ~ 8:00 a.m. to 3:30 p.m. ~ Monday through Friday ~ 35 hours weekly

Salary: \$44,250 Annually

Closing Date: September 18, 2013

Eligibility Requirements: Candidates must have applied for and passed the Mental Health Assistant 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties may include but not limited to: reviewing staff schedule for accuracy and to ensure/verify all work hours and pre-approved time off is recorded; separating schedule sheets; listing any overtime that will be required to maintain minimal staffing levels for a two-week period for all three shifts; reviewing overtime needs with the Director of Nursing (DN) or designee; reporting to the DN/designee time off requests and daily scheduling; completing leave requests; copying and distributing individual staff schedules; creating and maintaining an overtime list; posting all overtime needed; maintaining a master list of cancellation of overtime and pre-booked overtime. Daily job functions include answering all incoming calls to the nursing support office; maintaining adequate staffing levels; replacing staff needed due to call outs for the upcoming shifts; preparing shift reports and emailing to required distribution list; preparing shift-to-shift reports; meeting with on-coming nursing supervisor(s) and reporting any issues pending; maintaining state vehicle sign-out sheets; maintaining state cell phone sign out sheets; preparing and sending out, via e-mail, daily nursing reports; preparing overtime summary report; listing all overtime worked by all staff scheduled through the nursing support office; maintaining mandate list and deployment list. Communicates in a courteous and professional manner when in contact with the public, staff/peers, supervisors and/or management. Completes tasks utilizing technology available; i.e., facsimile machine, computers, etc.; performs other related duties as assigned.

Special Requirements: Incumbents must possess and retain a current motor vehicle operator's license.

Working Conditions: Incumbents in this class may be required to lift and restrain clients and may have significant exposure to infectious and/or communicable diseases, strongly disagreeable conditions and risk of injury.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Job Posting Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

DMHAS employees who are lateral transfer candidates (example: Mental Health Assistant 2 applying to a Mental Health Assistant 2 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.

DMHAS employees who are promotional/demotional candidates must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

All other applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:
Doreen Clemson, Human Resources Associate
Connecticut Valley Hospital
P. O. Box 351, Middletown, CT 06457
Fax : (860) 262-5055 / Email : Doreen.Clemson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-6